

EXECUTIVE SECRETARIAT

Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCJ		X		
3	EXDIR		X		
4	D/ICS		X		
5	DDI		X		
6	DDA		X		
7	DDO		X		
8	DDS&T		X		
9	Chm/NIC		X		
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI		✓	Provided	
19	C/IPD/OIS				2/24/82
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SUSPENSE		Date			

Remarks:

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Executive Secretary

23 February 1982

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THE WHITE HOUSE

WASHINGTON

February 22, 1982

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Foreign Travel by U. S. Officials

Foreign travel by high level U. S. officials is essential to the conduct of our nation's business. Such travel, however, is in itself a part of our foreign policy.

Any such foreign travel should be for specific reasons which are consistent with our overall national security policy and should be conducted by a delegation as small as possible.

You have already reviewed your general travel policies and practices as directed in my memorandum of December 16, 1981. This directive establishes procedures for foreign travel by senior officials of the Executive Branch.

Foreign travel proposals of officials at or above the rank of Assistant Secretary (or equivalent rank) of Executive Departments and Agencies are to be submitted to the Assistant to the President for National Security Affairs for my approval.

With as much advance notice as possible, the Assistant to the President for National Security Affairs should be furnished the following information:

- Objectives of the trip
- Names of senior participants
- Itinerary
- List of major events, meetings and appearances

Upon the completion of such trips or, if appropriate, while they are in progress, a report should be submitted to me through my Assistant for National Security Affairs, noting the response of host governments to U. S. proposals and other significant information.

Ronald Reagan

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